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GAO Technical Bulletin

Arizona Department of Administration ♦ General Accounting Office

Subject: ***Purchase of Bottled Water***

Issued: 1/25/05

Manual Section(s): N/A

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TO: Technical Bulletin Administrators

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State Comptroller

All Agencies

AUTHORITY

A.R.S. § 41-703 Duties of the director

DEFINITIONS

Bottled water: Water delivered by any means other than through a faucet or tap connected to a municipal or county water supply.

Tap water: Water delivered through a faucet or tap connected to a municipal or county water supply.

POLICY

- 1) When a municipality or county responsible for furnishing water to its residents issues a warning that it is for any reason unsafe to drink its tap water, agencies may purchase bottled water for its employees.
- 2) When a municipality or county responsible for furnishing water to its residents issues a notification that its tap water is once again safe to drink, agencies must discontinue purchasing bottled water for its employees.
- 3) Using reasonable discretion, upon notification that tap water is again safe to drink, agency management may elect to either distribute or store and surplus stocks of bottled water.
- 4) Agency management should exercise prudence in purchasing bottled water.
 - a) Clean, potable, bottled water should be purchased. Expensive spring and sparkling water should not be purchased.
 - b) Entry into long-term contracts for the delivery of bottled water should be avoided.

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CONTACTS

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